

# **ASSOCIATE PERSONNEL ANALYST**

## **JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Study:** April 17-19 & 24-25, 2001

**Collective Bargaining Identification:** R01

**Job Analysis Conducted By:** Marian Dilley, Staff Services Manager I  
Fred Freeman, Staff Services Analyst  
Migalia Siaca, Staff Services Analyst

**Number of Incumbents:** Per Department of Corrections Filled/Vacant Position Report dated February 28, 2001, there are 41.60 incumbents in this classification.

**Subject Matter Expert(s):**

Judy Richards	Associate Personnel Analyst, Personnel Operations Section
Mary Sue Bautista	Staff Services Manager I, Personnel Examining Section
Lourdes Siler	Associate Personnel Analyst, Personnel Examining Section
Myrna Gull	Associate Personnel Analyst, Personnel Operations Section
*Glenda Smith	Staff Services Manager I, Personnel Operations Section
*Barbara Gerletti	Staff Services Manager I, Personnel Examining Section

The above subject matter experts remained the same during the entire job analysis process.

\*Subject matter experts dropped out of the job analysis process.

**INFORMATION GATHERING**  
**ASSOCIATE PERSONNEL ANALYST**

The tasks and knowledges, skills and abilities statements for this job analysis were developed by utilizing:

- State Personnel Board Class Specification, Associate Personnel Analyst
- Personnel Operation Section Class File
- Duty Statements
- Job Opportunity Bulletin
- Internet sites from New York and Wisconsin
- Consulting with Subject Matter Experts